

Position Title:	Senior Policy Officer	Classification Level:	Level 6
Position Number:	Generic 49	Location:	Midland
Reports To:	Principal Policy Advisor, Level 7	Positions Under Control:	0
Branch/Section:	Legal, Policy & Legislation	Job Families/ Function:	Legal & Compliance
Business Unit:	Corporate Services	Leadership Context:	Personal Leadership

Business Area Overview

Corporate Services supports Landgate's operational business units to deliver their statutory and business functions. The Legal, Legislation and Policy Team sits within Corporate Services, providing legal advice and legislative, executive government, and policy support to all business units within Landgate.

Role Summary

As a member of the high performing Legal, Legislation and Policy team you will bring your combination of legislative reform and policy development skills to achieve key deliverables and put simply, to get stuff done. This position is responsible for undertaking activities to facilitate the development of policy and legislative reform responses to internal and external issues. A key focus of this role includes research, evaluation and advice on legislation, policy, and emerging issues relevant to Landgate.

Responsibilities

- Facilitate, support, and where necessary, deliver Landgate's legislative reform program.
- Facilitate and deliver effective policy responses to internal and external issues.
- Deliver thorough research, evaluation, and advice on policy, legislation, and emerging issues.
- Produce high-quality written materials, including reports, briefing notes, and discussion papers, that enable informed decision making.
- Build, maintain, and leverage strong networks across Landgate, government and industry
- Represent Landgate effectively to government agencies, external stakeholders, and the public.
- Engage and liaise with internal and external stakeholders on policy and legislative initiatives through clear communication and consultation.
- Develop cost-benefit analyses and impact assessments of legislative and policy reform initiatives that result in well-informed strategic policy recommendations.
- Enhance the integrity of Landgate's policy governance framework, ensuring compliance, and timely and effective policy reviews.
- Adheres to Work Health and Safety (WHS) policies and procedures that ensures the safety of staff and customers.
- Acts with integrity at all times, demonstrates behaviours aligned with Landgate's code of ethics and works within relevant policies and procedures, contributing to the accountabilities of the team.
- Performs other duties as directed.

Essential Role Requirements

Expected Behaviours

Landgate has adopted the Public Sector [Leadership Expectations framework](#), and this role sits in the **Personal Leadership** context. Personal Leadership is about the work of individuals not yet in traditional leadership positions who make a direct and immediate difference to the agency.

- **Lead collectively** – You understand how your work fits in the public sector and recognise your role in delivering value for the future of Western Australians.
- **Think through complexity** – You approach problems with systematic thinking and seek alternative options before implementing solutions. You know where to find relevant information and use a common sense approach to research and analyse, and then make evidence-based recommendations.
- **Dynamically sense the environment** – You communicate clearly, presenting relevant technical and professional information without jargon. You adapt your communications style and language depending on your target audience, negotiating confidently and respectfully.
- **Deliver on high leverage areas** – You take responsibility for managing your work to achieve results, keeping others informed of your progress. You persevere with your work tasks, displaying tenacity to see tasks through to completion. You display personal resilience to overcome obstacles and challenges, seeking support from your manager when necessary.
- **Build capability** – You actively contribute to the development of your team's capability, ensuring you support your team members. You provide technical and professional support to your peers, making time to mentor others in your team.
- **Embody the spirit of the public service** – You display and embody the spirit of public service in all your decision making, interactions and professional activities.
- **Lead adaptively** – You demonstrate a willingness to extend your knowledge, skills and technical expertise to support your development, seeking guidance when necessary. You participate in earning opportunities, reflect on your learnings and, with appropriate support, actively implement them.

Experience/Qualifications

- At least four years' experience in a role related to public policy and legislation.
- A good working knowledge of the policies and practices around making and amending legislation and regulations.
- Demonstrated ability to formulate, review, and implement legislation and policy.
- Well-developed written and verbal communication skills including the ability to successfully present complex information to a wide range of audiences.
- Extensive experience in stakeholder engagement including a proven ability to develop strong networks with key stakeholders.
- Ability to research, analyse and evaluate information to develop practical solutions and provide informed advice.

Desirable Role Requirements

- Hold or progression towards a tertiary qualification in a relevant field.
- Legal background or a proven ability to read and understand legislation.

Appointment Conditions

- National Police Clearance

Reporting Relationships

Reports to:	Other positions reporting to this position:
Principal Policy Advisor, Level 7	
This position:	Administrative Support Officer, Level 2
Senior Policy Officer, Level 5	

Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Business Unit	Name	Date
P&C Advisor, Corporate Services	Hannah Duffy	20/05/2025
Principal Policy Advisor, Corporate Services	Greg McGuire	30/06/2025

Effective Date: DD MM YYYY